

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

OFFICE OF THE CHIEF DEPUTY DIRECTOR

PROMOTIONAL/TRANSFER OPPORTUNITY



RESTRICTED TO DEPARTMENT OF MENTAL HEALTH (DMH) EMPLOYEES

HEALTH PROGRAM ANALYST III

The Office of the Chief Deputy Director is seeking an enthusiastic, highly-motivated individual to fill a Health Program Analyst III position. The individual selected for this position will provide highly-specialized administrative support to the Chief Deputy Director.

Individuals who currently hold the payroll title of Health Program Analyst III are encouraged to apply.

EXAMPLE OF DUTIES:

- Personnel liaison for the Office of the Chief Deputy Director (OCDD), Public Information Office, and the DMH/DHS Collaboration Program.
- Budget liaison for OCDD.
- Liaison with the Space Planning Division for OCDD and the DMH/DHS Collaboration Program.
- Participates in the Office of STATS and STATS Executive Dashboard meetings.
- Attends the monthly STATS meeting and tracks assignments generated from that meeting.
- Keeps "Ongoing" and "Completed" STATS commitment logs.
- Coordinates special meetings for OCDD which includes arranging space, preparing materials, and following-up on assignments.
- Coordinates the monthly Program Head meeting, including preparation of agenda, hand-out materials, sign-in, and survey responses.
- Participates in TOP meeting and tracks action items generated from that meeting.
- Responsible for preparing the Department's quarterly overtime report.
- Participates in twice weekly travel and training requests approval meeting.
- Completes additional and/or special assignments as requested.

DESIRABLE QUALIFICATIONS:

- Possession of excellent organizational and interpersonal skills.
- Strong interpersonal skills with the ability to work and communicate effectively with other County employees, both verbally and in writing.
- Experience in team-building, developing and maintaining staff morale.
- Strong computer skills and experience utilizing Microsoft Word, Excel, PowerPoint, Access, and/or Visio software.

Interested individuals should submit a detailed resume and letter of interest as well as last two Performance Evaluations and last two years master time records **no later than 5:00 p.m. on December 7, 2011 to:**

Laurie Balderrama
Health Program Analyst III
(213) 738-4858
(213) 386-1297 (fax)
lbalderrama@dmh.lacounty.gov

**DMH Headquarters
550 S. Vermont Avenue, 12th Floor
Los Angeles, CA 90020**

Only the most qualified individuals will be contacted for an interview.

AN EQUAL OPPORTUNITY EMPLOYER